

# LEVIS ORINA MONG'ARE

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## PERSONAL PROFILE

I am a detail-oriented and results-driven data analyst with a positive attitude. I take pride in analyzing complex datasets and extracting meaningful insights to drive informed decision-making. I work well both independently and as part of a team, ensuring data accuracy, integrity, and compliance with best practices. With strong attention to detail and effective problem-solving skills, I am dedicated to delivering accurate data reporting and contributing to the overall efficiency and success of business operations.

## WORKING EXPERIENCE

### **2024 to date**

SUPREME MINDSET INSTITUTE OF PROFESSIONAL STUDIES

Position: Data entry clerk

#### **Duties and responsibilities**

- Receive and register documents for data entry
- Enter data according to specified format
- Transfer data between software
- Verify accuracy and completeness of data
- Store, update and maintain databases
- Perform backup procedures to ensure data preservation
- Perform general office duties
- Create digital records using a scanner
- Plan, organize, direct, control and evaluate daily operations
- Transfer handwritten data to Excel or Word documents

### **May 2023 to August 2023**

STATE DEPARTMENT FOR ECONOMIC PLANNING, (THE NATIONAL TREASURY AND ECONOMIC PLANNING)

Position: Attachment

#### **Duties and responsibilities**

- Data analysis
- Research
- Strategic planning
- Stakeholder engagement

## EDUCATION BACKGROUND

**September 2019 to December 2023**

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

Award: Bachelor of Science in (Mathematics and Economics, with Information Technology)

*(Data collection, Data entry, Data analysis, and computer programming languages (R/R-Studio, Python, SQL, C, C++))*

**February to April 2021**

SUPREME COLLEGE OF PROFESSION STUDIES

Award: Computer Packages Certificate

**January 2015 to December 2018**

FRIENDS SCHOOL KABUYEFWE BOYS

Award: Kenya Certificate of Secondary Education. (KCSE)

**January 2006 to December 2014**

KIPTENDEN PRIMARY SCHOOL

Award: Kenya Certificate of Primary Education. (KCPE)

**AWARDS****2022 to 2023**

MATHEMATICS AND STATISTICS STUDENTS ASSOCIATION

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

Award: Certificate of recognition (Committee Member)

**2021 to 2023**

MATHEMATICS AND STATISTICS STUDENTS ASSOCIATION

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

Award: Certificate of Membership

**SKILLS**

- Data Analysis & Interpretation
- Programming (Python, R, and SQL)
- Data Visualization
- Graphic Designing skills (Adobe Illustrator & Adobe Photoshop)
- Problem-Solving & Critical Thinking

**INTRESTS AND HOBBIES**

- Data analysis
- Programming
- Graphic design
- Environment conservation
- Travelling
- Socializing
- Travelling

**REFEREES**

1. MR. RONALD ONKUNDI  
DIRECTOR  
SUPREME MINDSET INSTITUTE OF PROFESSIONAL STUDIES  
TEL: 0724506277
  
2. MR. JOSEPH WAFULA  
MANAGER,  
ATECH CYBER CAFÉ AND COMPUTER TRAINING CENTER  
TEL: 0706855686
  
3. MR. SHAWN IRUNGU  
SHAWN.AFRICA  
TEL: 0796149937